



Trustee Recruitment Pack

NMC Recordings, the leading charity record label devoted to the promotion of British and Irish contemporary classical music, seeks to appoint at least two new Trustees to help us develop and deliver our strategic plans and secure our financial future, acting as an occasional advisor to our small executive team. We are looking for someone who is interested in taking this award-winning organisation to a new phase in its 35th anniversary year. As a trustee we will ask you to put your existing skills into practice whilst being supported by our dynamic board of trustees.

We have two current vacancies and are looking for new Trustees with specialist knowledge in the following areas:

- Digital marketing and e-commerce
- Learning and participation

This information pack will give you more information about NMC Recordings and the role of a Trustee. Please do not hesitate to get in contact using the details at the end of this pack, should you require further information.

How to apply

To apply for this voluntary position, please complete the attached equalities monitoring form and email it with a CV and short one-page covering letter to projects@nmcrec.co.uk outlining why you are interested in NMC and why you feel you would be a good fit for the organisation. Applications close on **Friday 24th May 2024** at 5pm BST.

Notes of interest and requests for any further information or for an informal discussion should be sent to Jackie Newbould, Chair at projects@nmcrec.co.uk. Shortlisted applicants will be contacted to arrange a time for an informal interview with members of the NMC team and Trustees, via Zoom or in-person.

1. About NMC

NMC Recordings is an award-winning record label and unique with its charitable status. Founded in 1989 by composer Colin Matthews OBE, we are devoted to enriching cultural life by connecting listeners with exceptional contemporary classical music from across Britain and Ireland.

We believe that new music is a dynamic and engaging art-form, and seek to inspire and challenge audiences through the release and promotion of recordings, innovative artistic partnerships, commissioning new repertoire, and delivering education work.

We fulfil our charitable aims by:

collaborating with leading composers, artists, orchestras, and ensembles

producing high quality recordings of outstanding works

promoting recordings and other resources to expand worldwide audiences for new music

preserving this creativity for future generations through our non-deletion policy

We celebrate our 35th anniversary in 2024 with a release schedule that does what NMC does best: supporting composers at all stages of their careers, from the rising stars recording their music professionally for the first time, to the great titans of British and Irish contemporary music.

When the composer Colin Matthews founded NMC in 1989, his aim was to remedy the almost non-existent representation of living British composers in the recording catalogues of major labels at the time. NMC's work supporting the rich breadth of compositional talent from Britain and Ireland means that our catalogue has now grown to hold more than 300 albums.

Without NMC, hundreds of important pieces of music would simply not be recorded and heard by audiences across the world. As a registered charity NMC fundraises vigorously for every release, for the promotion of contemporary music as a non-profit charity, and for the programme of support it offers composers at every stage.

2024 highlights include:

- NMC to record a new album of **Imogen Holst's** previously unreleased works, performed by the BBC Concert Orchestra and the BBC Singers, conducted by Alice Farnham.
- NMC's flagship **Debut Discs** series goes from strength to strength, with new debut albums from composers Freya Waley-Cohen, Tom Coult, Lisa Illean, and Richard Baker.
- NMC's commitment to supporting early-career composers continues with our ongoing **partnership projects** with National Youth Choir and the Philharmonia, and we share the results of a new collaboration between Drake Music Scotland, the Disabled Artist Network, Tŷ Cerdd, and NMC.
- On 3 July NMC joins forces with **Spitalfields Festival** for a special birthday concert celebrating 35 years of NMC.

NMC is a member of Arts Council England's National Portfolio and is supported by a growing number of Trusts and Foundations as well as through individual donations from Friends membership, and from higher-level donors who are members of the Producers Circle.

www.nmcrc.co.uk

2. Organisational Details

NMC Recordings is a company limited by guarantee (No: 2314735) and is registered as a charity (No: 328052).

Our Board includes skills from across the worlds of music, wider contemporary art, finance, law, and education. We aspire to recruit new Trustees to ensure we have a balanced board in terms of gender and ethnicity (currently 28% of Trustees are women and 14% BAME).

3. Trustee Duties

The Board of Trustees usually meets 4 times per year and Trustees with relevant experience are additionally invited to join one of two sub-committees (Artistic and Development) which meet roughly quarterly. The role of the Board is to provide strategic direction (through the periodic development and approval of a business plan) and to ensure the governance of the company (as required by Companies House) and the charity (as required by the Charity Commission).

All Trustees are volunteers and are not entitled to payment for their services, although expense can be claimed. Along with their Board responsibilities, Trustees advocate on behalf of the organisation, and provide support and advice to NMC's paid staff in their area of professional expertise.

We also ask that trustees make a personal contribution to NMC each year. This may be in the form of a donation of their time in their area of expertise for a specific piece of work, a cash donation to an event or scheme, or fundraising for the charity by attending events.

The statutory duties of a trustee

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- If the charity employs staff, to appoint the chief executive officer and monitor his/her performance

Other duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will include:

- Reviewing board and strategy papers
- Participating in and sometimes leading discussions
- Providing guidance on new initiatives
- Other issues in which the trustee has special expertise
- Being willing to promote the work of the organisation to third parties and to participate in events hosted by NMC

Trustee person specification

- Commitment to the organisation
- Willingness to devote the necessary time and effort (quarterly early evening Board meetings and ad hoc subcommittee meetings)
- Strategic vision
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team

By law, you are not allowed to be a trustee if you:-

- Are under 16 years of age.
- Are disqualified as a company director
- Are disqualified from acting as a charity trustee by virtue of the Charities Act 2011 or have a conviction for an offence involving dishonesty or deception
- Have been declared bankrupt (or subject to sequestration in Scotland), or having a composition or arrangement (including an individual voluntary arrangement (IVA)) with your creditors.
- Have been removed as a trustee elsewhere by the Charity Commission or the court because of misconduct or mismanagement.